

# **Information Technology Managers Advisory Council (ITMC)**

## **Operating Procedures**

### **August 2013**

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#### **OVERVIEW:**

The State of Montana Information Technology Managers Advisory Council (ITMC) herein referred to as “Council” was established in 1997 at the direction of the Director of the Department of Administration. The Council serves at the pleasure of the Governor and the Director of the Department of Administration. The Council is advisory in nature as per MCA 2-15-102 Advisory capacity means “furnishing advice, gathering information, making recommendations, and performing other activities that may be necessary to comply with federal funding requirements and does not mean administering a program or function or setting policy.” Until 2007, the Council was an open ended body with a representative from each state agency. Now the council consists of up to nine IT professionals including a chair, past chair, vice chair, up to five at large members, and the State CIO. These members are to be appointed in the June of each year for the ensuing fiscal year. The ITMC will suggest to the Director of the Department of Administration a slate of individuals as the members of the ITMC for the coming fiscal year. The Director of the Department of Administration will make the final appointment with the concurrence of the Governor.

#### **Responsibilities of the Council:**

The Council exists to provide advice to the Department of Administration, State Information Technology Services Division herein referred to as “SITSD” concerning the technology needs of state agencies on a wide range of technological issues within state government. In striving to provide suitable advice to the Department, the Council may undertake the following activities:

- gather information, review opportunities, review issues and provide advice to the State CIO;
- actively support planning and governance efforts of the Information Technology Board;
- actively participate in enterprise information technology policy and standards review processes;
- actively participate in state and agency IT strategic plan development, implementation, measurement and continual improvement;
- meet regularly to provide an opportunity for free exchange among information technology professionals on subjects of common interest and concern; and
- provide a forum for maintenance of the state's technical staff resources through continuing education, career development, and sharing ideas and resources.

## **MEMBERSHIP & PARTICIPATION:**

The Council requests an extension each biennium per §2-15-122, MCA. Annually, the Council recommends a change in membership. IT professionals from state agencies and representative(s) of local government gather each June and nominate a slate of members to include the outgoing chair, a new chair (typically the previous vice-chair), and up to six at large members. The vice-chair is elected by the official council members after their formal appointment to the Council for the upcoming year. Selection as Vice Chair is made with the understanding that the individual so selected will transition to Council Chair for the following year, and will remain on the Council for the next year as well, making this a three-year commitment. This slate of members will be forwarded to the Director of the Department of Administration for review and approval for the coming fiscal year. The CIO or their designee is automatically a member of the council.

## **VOTING:**

It should be noted that given the advisory nature of the Council, votes indicate the degree of consensus, not an approval or denial of any item.

## **MEMBER PARTICIPATION:**

Active participation is necessary for the Council to function effectively. Continuity is essential regarding issues under discussion, and especially for those needing affirmative action. Therefore, if a member has 3 absences during a fiscal year, the Council can, in consultation with the agency or institution's director, recommend replacement of the member in question.

## **SITSD PARTICIPATION:**

It is anticipated that, upon request, portions of the general meetings will include presentations by members of the SITSD technical and policy staffs. SITSD will ensure that staff with technical knowledge of the issue(s) is available at council meetings to share expertise.

## **COMMUNICATIONS:**

The Council shall communicate with SITSD, the Information Technology Board and other entities through the Chair, or as delegated by the Chair. Members are encouraged to contact the Chair with suggested agenda items. Items requiring Council action will be noted on the agenda.

| Official correspondence will be distributed at the discretion of the Chair, or the Acting Chair, with the assistance of SITSD Council support staff. Action items or issues for future discussion will be noted by support staff, and coordinated with the Chair for future agendas.

Minutes of the Council meetings will be provided to all Council members and interested IT professionals. They will be published on the SITSD web site.

## **MEETINGS:**

The Council regular meetings are held on the first Wednesday of every month and are open to all. IT professionals from federal, state, local, and tribal governments, and private entities are invited and encouraged to join in discussing topics of interest to the IT community.

**STAFFING:**

The SITSD provides staffing support to the Council. Such staffing consists of a Business/Technology Analyst and one individual providing administrative support. Council staffing support includes participating in building meeting agendas for monthly Council meetings, coordinating meeting times and rooms, taking minutes, distributing correspondence, and responding to the ad hoc needs of the Council. SITSD will also provide technical resources for assigned subcommittees as requested by the Council Chair.

**EFFECTIVE:**

These procedures will become effective upon approval at the August 2013 meeting. They will remain in effect commensurate with the Executive Order that establishes the Council.